

**Goddard Logistics and Technical Information Contract  
Annual Workload (April 2015 – March 2016)**

9/23/16

<u><b>SOW Requirement<sup>1</sup></b></u>	<u><b>Core Services</b></u>			<u><b>Reimbursable Services</b></u>	
	<u><b>Greenbelt</b></u>	<u><b>Wallops</b></u>	<u><b>NASA HQ</b></u>	<u><b>Greenbelt</b></u>	<u><b>Wallops</b></u>
<u><b>Program Management 1.0</b></u>					
Support for JPSS (1.1.8)				1 workyear	
Cost Control (1.3)					
- number of invoices	13,249	*	*	*	-
- number of negotiable checks issued	3,579	*	*	*	-
<u><b>Information Systems 2.0</b></u>					
Help Desk support tickets	8,880	*	*	*	*
<u><b>Project Logistics (3.0)</b></u>					
Support for Flight Projects Directorate (3.1)	-	-	-	1.1 workyears	-
Logistics Support for Critical Moves (3.1.2)					
- critical moves supported	-	-	-	11	-
Transportation Engineering (3.2)					
- engineering designs performed for spaceflight hardware shipping container fabrications or modifications (steel/aluminum containers)	-	-	-	2	-
- hardware instrumentations performed (3.2.2)	-	-	-	20	-
Packing and Crating (3.3)					
- items packed (packages and number of items)	3,458 (5,082)	722 (1,326)	*	-	-
- specialized shipping containers designed and built (wood containers)	-	-	-	15	10
- hazardous material certifications	25	75	-	7	10
Project Storage (3.4)					

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- active storage requests and number of items	-	52 (57)	-	681 (786)	-
- Storage In/Storage Out requests and number of items	-	14 (17)	-	379 (414)	-
Export Control (3.5)					
- international visitor requests	3,009	*	-	*	*
- STI document reviews	3,229	*	-	*	*
- international shipments including handcarry of items	1,436	*	-	*	*
<u>Supply Management (4.0)</u>					
Requisition Processing (4.1)					
- customer requisitions processed (project parts)	-	-	-	5,170	-
- customer requisitions processed (cryogenics and compressed gases)	-	-	-	4,577	-
- customer requisitions processed (Just-in-Time office supplies)	14,353	897	*	-	-
- customer requisitions processed (other institutional items)	15,547	1,087	*	-	-
Inventory Management (4.2)					
- line items in project parts inventory:					
+ EEE parts and value	-	-	-	21,129 (\$58.7M)	-
+ flight fasteners and value	-	-	-	1,277 (\$1.4M)	-
- number of cryogenic containers and compressed gas cylinders in inventory and value	-	-	-	175 Government owned (\$12.6K) 1,192 vendor owned (\$12.7K)	-
- line items in stores stock inventory and value	81 (\$164K)	-	*	-	-
- miscellaneous items in inventory and value	272 (\$3K)	-	750	-	-
- line items managed in office supplies contract	2,520	*	*	-	-
Research and Cataloging (4.3)					

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- program stock numbers added	-	-	-	2,383	-
- institutional stock numbers added	1,431	*	*	-	-
- stock numbers added to HMMS	880	-	-	-	-
- DD Forms 1419 screened	135	22	7	-	-
Purchasing (4.4)					
- program purchase orders (POs), volume and/or dollars	-	-	-	-	-
+ EEE parts <sup>2</sup>	-	-	-	2,227 PO lines 304K pieces \$11.7 million	*
+ flight fasteners <sup>3</sup>	-	-	-	421 PO lines 335K pieces \$351K	*
+ cryogenics and compressed gases gallons of liquid nitrogen liters of liquid helium cylinders of compressed gases line items of demurrage and testing charges	-	-	-	\$1.0M 3M gallons 17K liters 1,202 cylinders 2,706 line items	\$8.3K 2,347 gallons 0 liters 58 cylinders 49 line items
+ other program purchases <sup>4</sup>	-	-	-	16 POs \$2.4 million	*
- institutional purchase orders (POs), volume, and/or dollars	-	-	-	-	-
+ Just-in-Time office supplies contract	15,250 items 57,571 pieces \$871K	*	*	-	-
+ furniture POs/BPA orders	650 PO lines \$1.5 million	*	-	-	-
+ fuel	\$227,380	\$241,818	-	-	-

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gallons of unleaded	65,131	94,816			
gallons of diesel	0	29,997			
gallons of biodiesel	34,675	0			
gallons of E85	15,082	0			
+ creative services purchases <sup>5</sup>	65 PO actions \$194K	-	-	-	-
+ office moves	465 moves \$254K	-	-	-	-
+ hazardous material purchases	709 PO lines \$278K	-	-	-	-
+ other institutional purchases <sup>6</sup>	9,035 PO lines 380K pieces \$5.9M	471 PO lines 3,023 pieces \$48K	*	-	-
- contracts, BPAs and agreements managed	66	12	*	-	-
Receiving (4.5)					
- project parts receipts processed	-	-	-	3,700	-
- cryogenics and compressed gas cylinder receipts processed	-	-	-	5,355	-
- institutional receipts processed	8,728	-	*	-	-
- Government PO receipts processed	4,911	-	*	-	-
- miscellaneous/express packages received	1,200	-	8,550	-	-
- hazardous materials containers tagged upon receipt	7,022	-	-	-	-
Warehousing (4.6)					
- project parts items warehoused (onsite) + EEE parts + flight fasteners	-	-	-	21,129 1,277	-
- stores stock items warehoused (onsite)	81	-	*	-	-
- miscellaneous items warehoused (onsite)	272	-	*	-	-

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- miscellaneous items warehoused (offsite)	-	-	750	-	-
- pick slips (fasteners)	-	-	-	1,559	-
- pick slips (cryogenics and compressed gas cylinders)	-	-	-	593	-
- pick slips (stores stock and miscellaneous items)	3,000	-	1,671	-	-
- project parts kits processed and line items	-	-	-	1,335 kits 4,556 items	-
<u>Transportation (5.0)</u>					
Traffic Management (5.1)					
- outbound shipments and dollars (26 pounds and up)	3,075 \$1.64M	268 \$645,348	*	-	-
- inbound shipments	652	91	*	129	23
- international shipments (also included above in outbound shipments and small packages)	536 (air) 12 (boat)	*	-	-	-
- claims processed	3	*	*	-	-
Vehicle Dispatch Operations (5.2)					
- motor pool vehicle requests	966	-	-	-	-
- pickup and delivery requests					
+ routine	14,305	-	*	-	-
+ emergency pickups	2,102	-	*	-	-
- items picked up or delivered (included in pickup and delivery requests)					
+ HQ support (excluding excess)	-	-	4,874	-	-
+ excess items picked up	22,919	-	600	-	-
+ receiving deliveries	18,761	-	-	-	-
+ bulk deliveries	13,570	-	-	-	-
+ cryogenics and compressed gas cylinders	-	-	-	4,236	-
+ other items	56,464	-	-	-	-

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- transportation support for critical moves	-	-	-	11 moves	-
- bus service requests (excludes shuttle bus)	295	-	*	-	-
- shuttle bus passengers per day	95-115	-	-	-	-
- office moves coordinated, number of people, number of workstations	-	-	-	465, 679 880	-
- handyman service requests	-	-	-	21	-
- setup requests and number of items	234 (34,252)	-	-	-	-
- rigging jobs performed or coordinated with others	56	-	-	*	-
Fleet Management (5.3)					
- vehicle/equipment preventive maintenance jobs performed	465	-	-	-	-
- vehicle/equipment repair jobs performed	152	-	-	-	-
- commercial repairs coordinated	23	-	-	-	-
- vehicles towed (both in-house and commercial)	7-10 per year	-	-	-	-
- snow events supported	0-1 per year	-	-	-	-
<u>Equipment Management (6.0)</u>					
Equipment Control (6.1)					
- Support for Flight Projects Directorate (6.1)	-	-	-	1 workyear	-
- items tagged (6.1.1)	4,400	520	450	-	-
- equipment transactions (6.1.2)	23,500	2,400	2,050	-	-
- annual inventory (6.1.4)	240 accounts 44,850 items	33 accounts 9,300 items	44 accounts 4,250 items	-	-
Excess Program (6.2)					
- items processed (6.2)	13,575	2,179	1,109	-	-
- hard drives removed and shredded (6.2.4)	8,064	130	-	-	-
- disposal transactions (6.2.5)	270,575	50,595	16,015	-	-

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- UNICOR shipments	9,763 items 21 shipments	1,801 items 3 shipments	*	-	-
- equipment redistributions (6.2.6)	811	19	-	-	-
- sales supported and number of items per sale (6.2.8)	4 per year (1,060 items)	2 per year (238 items)	*	-	-
- Cooperative Administrative Support Unit (CASU) Program (6.2.10)	-	-	-	1 workyear	-
<b><u>Management Services (7.0)</u></b>					
<b>Records Management (7.1)</b>					
- requests for records retirement and boxes retired	46 (366)	-	36 (137)	-	-
- requests for records retrieved and boxes retrieved	20 (102)	-	21 (167)	-	-
- requests for transfers to NARA and boxes transferred	56 (42)	-	383 (2,597)	-	-
<b>Mail Services Center (7.2)</b>					
- outbound small packages and dollars (25 pounds or less) (7.2)	2,472 \$16,518	570 \$27,124	-	-	-
- incoming mail pieces (7.2.1)	740,336	-	-	-	-
- internal mail pieces (7.2.1)	159,432	-	-	-	-
- research mail processed (7.2.1)	36,971	-	-	-	-
- outgoing domestic mail pieces and postage costs (7.2.2)	10,079 \$25K	-	-	-	-
- outgoing international mail pieces and postage costs (7.2.3)	4,992 \$30K	-	-	-	-
- labeled distributions and number of pieces (7.2.4)	65 (49,149)	-	-	-	-
- incoming special services mail processed (7.2.5)	2655	-	-	-	-
- outgoing special services mail processed (7.2.5)	25	-	-	-	-
<b>Duplicating (7.3)</b>					

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- duplicating jobs, including + black/white impressions + color impressions	840 271,650 (bw) 376,060 (color)	-	-	-	-
Scientific and Technical Information (7.4) - packages processed	4,040	*	-	-	-
Interior Design (7.6) - interior design requests and number of workstations	132 (898)	12 (65)	-	-	-
<b><u>Creative Services (8.0)</u></b>					
Graphics and Multimedia Design (8.1) - service requests completed	325	-	-	*	-
Specialty Products and Production Coordination (8.2) - products coordinated	164	-	-	*	-
Editing Services (8.3) - service requests completed	38	-	-	*	-
Photography (8.4) - events supported - passport photos - photo archiving	142 65 142 events	- - -	- - -	* - *	- - -
Videography (8.5) - video documentations/productions	20	-	-	*	-
Web Site Design (8.6) - service requests completed	54	-	-	*	-
<b><u>Audio Visual Services (9.0)</u></b>					
A/V events scheduled and supported (9.1)	947	-	-	-	-
Videoconferencing events scheduled and supported (9.4)	297	-	-	-	-



The workload data is not intended to reflect 100% of the activities performed, but those activities most relevant. The workload data for all SOW requirements are considered to be fairly stable throughout the period of performance for the contract except for supply management for program/project requirements, which includes project parts (EEE parts and flight fasteners), cryogenics and compressed gases, and other program purchases. In this area, program purchasing is anticipated to grow slightly (approximately 2% annually) from approximately \$30 million during the first contract year to approximately \$36.5 million during the final year of the contract. Accordingly, this increase in program purchasing activity will also impact the workload in other supply areas involving program items, project parts, and cryogenics and compressed gases.

Annual overtime hours for Core Services historically range between 1,000 and 2,000; and for Reimbursable Services it ranges between 3,500 and 4,500. The overtime hours are used to perform work outside of normal business hours. This may include work in the evenings, on weekends, or other hours exceeding normal work hour requirements (e.g., those hours exceeding 8 hours in a single day). These overtime hours may potentially occur in all major hours of the contract. However, they are concentrated in Project Logistics, Supply (supporting project parts) and Transportation.

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<sup>1</sup> The number in parenthesis corresponds to the applicable section in the Statement of Work.

<sup>2</sup> EEE parts include a wide range of electrical, electronic and electromechanical parts and components used in both spaceflight (e.g., spacecraft and instruments) and non-spaceflight applications. Major types of parts include, but are not limited to, the following: cables, capacitors, connectors, diodes, microcircuits, resistors, transistors and wire.

<sup>3</sup> Flight fasteners are used in spaceflight applications (e.g., spacecraft and instruments) and include, but are not limited to, the following major types: bolts, helicoils, nuts, screws, screw inserts, springs and washers.

<sup>4</sup> Other program purchases include a wide range a specialty items supporting technical programs and projects. These include, but are not limited to, technical equipment and services, fabrication of items and shipping container modifications.

<sup>5</sup> Creative services purchases include items acquired to support customers of the creative services function. These include, but are not limited to, graphics and multimedia products and services, promotional products, photography and videography products and services, publications and printing.

<sup>6</sup> Other institutional purchases include a wide range of items that are not technical in nature or are used to support all organizations. These include, but are not limited to, industrial supplies, vehicles, and items and services purchased to support the operations of the GLTI contract.

\* = included in Greenbelt or Greenbelt Core workload number